

Date/Time Stamp:

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1). AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): Thursday, May 11 2017- Friday, May 12, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$534.00	\$267.00	\$103.50	\$20.00 UN Tour
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached agenda

6/1/17
(Date)

Michelle Greenhalgh
(Printed name of traveler)

M. Greenhalgh
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/1/17
(Date)

Jeanne Shaker
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: UN Headquarters Congressional Trip
3. Dates of travel: Thursday, May 11, 2017 - Friday, May 12, 2017
4. Place of travel: New York City, New York
5. Name and title of Senate invitees: Please see attached
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ~~OR~~
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ~~AND~~
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ~~AND~~
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.

UNF handles all outreach to congressional offices and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-

UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with UN and U.S. officials on a variety of critical global health issues.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The UN regularly sponsors a mix of domestic and international congressional trips focused on UN issues.

Between 2011-2016, for example, UNF organized staff and Member trips to Atlanta, New York, Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, and DR Congo.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, congressional learning trips, forums, and related events and provides publications and other educational materials to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$448	\$267	\$103.50	UN Tour \$20

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

This trip will bring participants to UN Headquarters and the U.S. Mission to the UN, both located in New York City.

19. Name and location of hotel or other lodging facility:

Westin Grand Central Hotel - New York City, New York

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen because of favorable cost and location. All attendees will be staying in this hotel.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses will be on par with GSA per diem (\$267). Food expenses will be on par with GSA per diem rates (\$69).

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The class of transportation will be Amtrak Acela and shuttles or cabs to get to/from Pennsylvania Station.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Peter Z.

Name and Title: Peter Yeo, Vice President, Public Policy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Avenue NW, Suite 300, Washington, DC 20006

Telephone Number: 212-697-3315 (ask for Troy Wolfe)

Fax Number: 212-697-3316

E-mail Address: twolfe@unfoundation.org

UNITED NATIONS FOUNDATION

March 16, 2017

Michelle Greenhalgh, Legislative Assistant
Sen. Jeanne Shaheen
Hart Senate Office Building, Room: 506
Washington, DC 20510

Dear Michelle,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in an upcoming learning trip to the United Nations Headquarters in New York on Thursday, May 11 – Friday, May 12.

If you are unfamiliar with the United Nations Foundation, we are a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, providing an opportunity to learn about the UN's work firsthand and ask questions about a wide range of policy initiatives. Our upcoming May 11-12 trip will focus on the health and rights of girls and women globally and the work of UNFPA and UN Women, with a special look at women in humanitarian settings.

The basic format of the trip is as follows:

The delegation takes the train to New York on Thursday evening for a welcome dinner with a guest speaker from the UN. On Friday, you will attend a series of informational meetings beginning with a briefing at the U.S. Mission to the UN, followed by several briefings at the UN by senior UN officials and a tour of the United Nations. The day will end with a working lunch featuring NGOs, UN ambassadors, and U.S. Officials. You will depart New York by 4pm on Friday.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all Senate ethics guidelines.

If you are interested in participating, please let us know by Friday, March 31.

As we begin the year with a new UN Secretary-General and new U. S. President, we hope that you will take this opportunity to learn more about the UN and how it is working to advance the health and rights of girls and women globally.

Sincerely,



Peter Yeo
Vice President of Public Policy
United Nations Foundation

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Senate Invitee List for the UN Foundation Congressional Learning Trip to the UN Thursday, May 11, 2017 – Friday, May 12, 2017

The following Senate staff have been invited to participate in this learning trip to the United Nations Headquarters in New York because they are responsible for issues related to foreign policy, global health, and/or women's issues.

- Nathan Paxton, Legislative Assistant
Sen. Angus King (I-ME), Senate Committee on Budget
- Christy Gleason, Senior Strategist
Sen. Christopher Coons (D-DE), Senate Appropriations Committee
- Michelle Greenhalgh, Legislative Assistant
Sen. Jeanne Shaheen (D-NH), Senate Appropriations Committee
- Sophia Lalani, Senior Policy Advisor
Sen. Cory Booker (D-NJ), Senate Foreign Relations Committee
- Ryan Evans, Legislative Assistant
Sen. Johnny Isakson (R-GA), Senate Foreign Relations Committee
- Charlotte Oldham-Moore, Senior Professional Staff Member
Senate Foreign Relations Committee
- Mikhaila Fogel, Legislative Correspondent
Sen. Susan Collins (R-ME), Senate Appropriations Committee
- Chris Lynch, Chief of Staff
Sen. Benjamin Cardin (D-MD), Senate Foreign Relations Committee
- Sarah Schenning, Legislative Director
Sen. Chris Van Hollen (D-MD), Senate Appropriations Committee
- Louie Reckford, Legislative Correspondent
Sen. Jeff Merkley (D-OR), Senate Foreign Relations Committee
- Bethany Poulos, Legislative Aide,
Sen. Marco Rubio (R-FL), Senate Foreign Relations Committee
- Elizabeth O'Bagy, Legislative Assistant

Sen. John McCain (R-AZ), Senate Armed Services Committee

- Chris Farrar, Legislative Aide
Sen. John Boozman (R-AR), Senate Appropriations Committee

- Stuart Varvel, Legislative Assistant
Sen. Jon Tester (D-MT), Senate Appropriations Committee

Adam Yezerski, Professional Staff Member
Sen. Lindsey Graham (R-SC), Senate Appropriations Committee

Halie Soifer, National Security Advisor
Sen. Kamala Harris (D-CA), Senate Committee on Budget

- Sarah Arkin, Legislative Assistant
Sen. Robert Menendez (D-NJ), Senate Foreign Relations Committee

- Laurel Sakai, Legislative Assistant
Sen. Richard Blumenthal (D-CT), House Armed Services Committee

- Anna Dietderich, Staff Assistant
Sen. Lisa Murkowski (R-AK), Senate Appropriations Committee

- Silver-Joy Prout, Legislative Correspondent
Sen. Lisa Murkowski (R-AK), Senate Appropriations Committee

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Thursday, May 11, 2017

Friday, May 12, 2017

STANDARD

AGENDA FOR:
Universal Access Project at the United Nations Foundation's
Congressional Staff Delegation to the United Nations
May 11-12, 2017

12:00 – 12:45 PM	Remarks by Dr. Lauri Romanzi, Director of EngenderHealth's Fistula Plus Program <i>Location: S-1519 Secretariat Building, United Nations Headquarters</i>
1:00 PM – 2:00 PM	Working Lunch Case Study: Responding in Haiti – Public-Private Partnerships Presentation by Eddie Wright, UNFPA, on Haiti Response Joy Marini, Johnson & Johnson Jennifer Clary, Baby Box Company <i>Location: United Nations Headquarters, Private Dining Room 1-3</i>
2:30 PM	Depart Hotel for Penn Station
4:00 PM	Transportation back to Washington, D.C. Amtrak Acela #2165

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United States Senate

SELECT COMMITTEE ON ETHICS

April 26, 2017

Michelle R. Greenhalgh
Office of Senator Jeanne Shaheen
United States Senate
Washington, DC 20510

Dear Ms. Greenhalgh:

This responds to your recent correspondence concerning an invitation you received to travel to the United Nations Foundation (UNF) Congressional Learning Trip to the United Nations in New York, New York on May 11-12, 2017, sponsored by UNF. UNF certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. UNF has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, UNF is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *id.* at 2.

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Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.